

**Developmental Disabilities Council**  
**Personnel Committee Minutes**  
**September 10, 2018**  
**DDC Office, 2<sup>nd</sup> floor Conference room**  
**410 Federal Street, Dover DE**  
**9:30 am – 11:30 a.m.**

**Members Present:** Karen McGloughlin, Laura Waterland, Debra McCann

**Members Absent:** Michael Harris

**Staff:** Stefanie Lancaster

- I. Call to Order** – The meeting was called to order at 9:50 a.m.
- II. Approval of Agenda** – The agenda was unanimously approved as submitted.
- III. Approval of Minutes** – The minutes were unanimously approved as submitted.
- IV. Literature review** – The Committee reviewed the comments from Council members regarding information within the survey that the members feel should be edited. The only member who provided edits was Terri Hancharick who referenced removing the word “staff” from any of the questions within the survey as she felt the Council would not be able to answer on behalf of the staff.

After some discussion by the Committee, the following edits were made to the survey document:

- 1) First paragraph – third sentence – edit the word committee to read Committee and remove the s from writes a summary evaluation.
- 2) Third paragraph – remove Karen McGloughlin
- 3) #2 – remove “to Council, Committee members and Staff”
- 4) #6 – revise to read “Ensures the Council and Committees have materials needed for informed planning and decision making
- 5) #16 – revise to read “Sets a good example of standards of behavior”
- 6) #19 – revise to read “Establishes a welcoming environment”
- 7) #20 – revise to read “Shares information in a way that everyone understands”
- 8) #23 – revise to read “Ensures everyone feels their ideas are heard”

After some discussion by the Committee, the following edits were made to the Standard Operating Procedures for the DDC Personnel Committee document:

- 1) In the first paragraph revise the first sentence to read “The DD Act gives the Council the authority and responsibility to supervise and annually evaluate the Executive Director of the Council.
- 2) In the second paragraph – change the minimum of Council members to serve on this committee to be 4, not three. The members are comprised of the DDC Chairperson, the Personnel Committee and 3 members at large for a total of 5 members.
- 3) Remove the third paragraph as it is a duplication of the second paragraph.
- 4) #1 – edit the word “committee” to read “Committee”
- 5) #2 – revise this sentence to read “The Personnel Committee will solicit feedback from the Designated State Agency (DSA) regarding the Executive Director’s attendance,

training record, compliance with the DSA and state policies and procedures, and efficiency of handling day-to-day operations of the DDC office. The DSA will solicit input from the staff prior to finalization”.

6) #4 – revise to read “When the Survey is completed, all responses will be sent to the Deputy Attorney General (DAG), DDC’s legal representative, to ensure confidentiality of information submitted. Surveys may be sent via email to the DAG. Council members should maintain confidentiality of all documents.”

7) #6 – edit the third sentence by removing “by the Personnel Committee”.

8) #7 – revise to read “A draft of the Executive Director’s performance review and performance plan will be presented to the DDC for their review during an Executive Session at the November Council Meeting. The Chair of the Personnel Committee will finalize the relevant evaluation documents based on the comments at the meeting. The final documents will be provided to the Chair of the DDC no later than December 1<sup>st</sup>.”

9) #8 – revise to read “When the performance review and performance plan have been finalized by the DDC, the Chair of the DDC and the Chair of the Personnel Committee as well as a representative from the DSA will jointly meet with the Executive Director prior to December 31<sup>st</sup> to review and sign the performance review and plan. Once signed, the forms will then be given to the DDC’s DSA for their final signature. A copy of the final document will be provided to the Executive Director and the DDC Chairperson. The original will be filed in the DDC’s DSA Human Resources office in accordance with the State of Delaware Merit Rules.

**V. Other Business From the Group** – No other business to report at this time.

**VI. Next Meeting Date** – The next meeting will be held on Monday October 22nd, from 9:30-11:30am at the Developmental Disabilities Council office located on the 2<sup>nd</sup> floor of the Margaret O’Neill building, 410 Federal Street, Dover DE.

**VII. Adjournment** – The meeting adjourned at 11:36 a.m.

Executive Session can be held pursuant to 29 Del. C. 10004 (b)(6) and 10002 (l)(1), (3), & (6)

In accordance with 29 Del. C. 10004 (e)(2), this agenda was posted at least seven days in advance of the meeting.

This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.

Agenda items listed may be considered out of sequence.